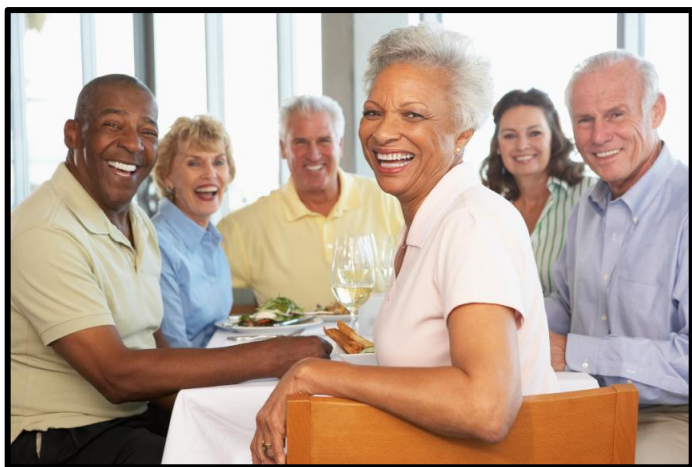


Title III-C1 & C2 Program Overview / Quality Assurance and Contracts

New Directors Training 2020

Day 3 - Session 1 (5/8) - November 5th

Aging Division Community Living Section



Hathaway Building
2300 Capitol Avenue, 4th Floor
Cheyenne, WY 82002
Main Office: (307) 777-7995
Toll Free: (800) 442-2766
Fax: (307) 777-5340

Email: wyaging@wyo.gov
WellSky A&D/Data Requests: aging-sams@wyo.gov
Website: health.wyo.gov/aging
Social Media: facebook.com/agingdivision

Objectives

Day 3 - Session 1 (5/8)

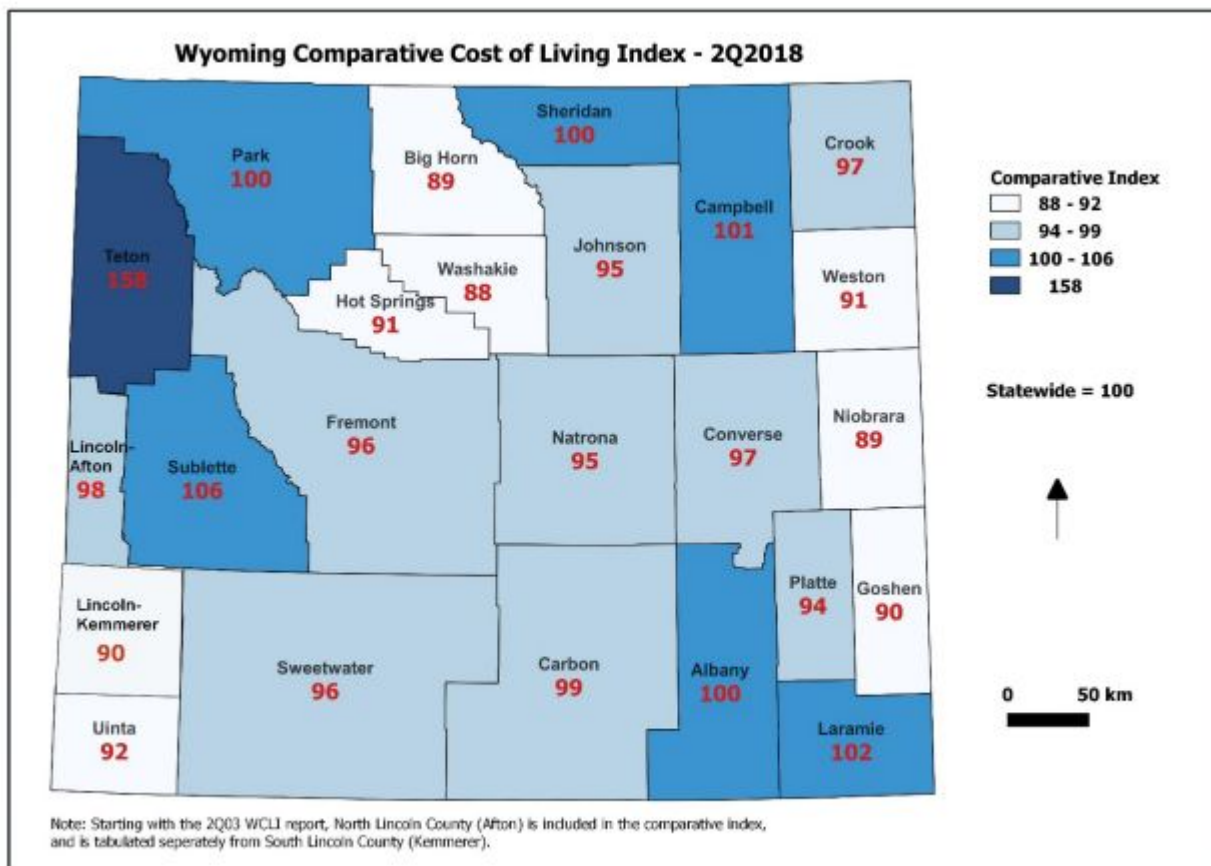
- Understand programmatic requirements for the Title III-C1 and C2 nutrition programs
- Understand all aspects of the quality assurance process of the Community Living Section
- Understanding contracts

Statistics on Aging

Aging Division Community Living Section

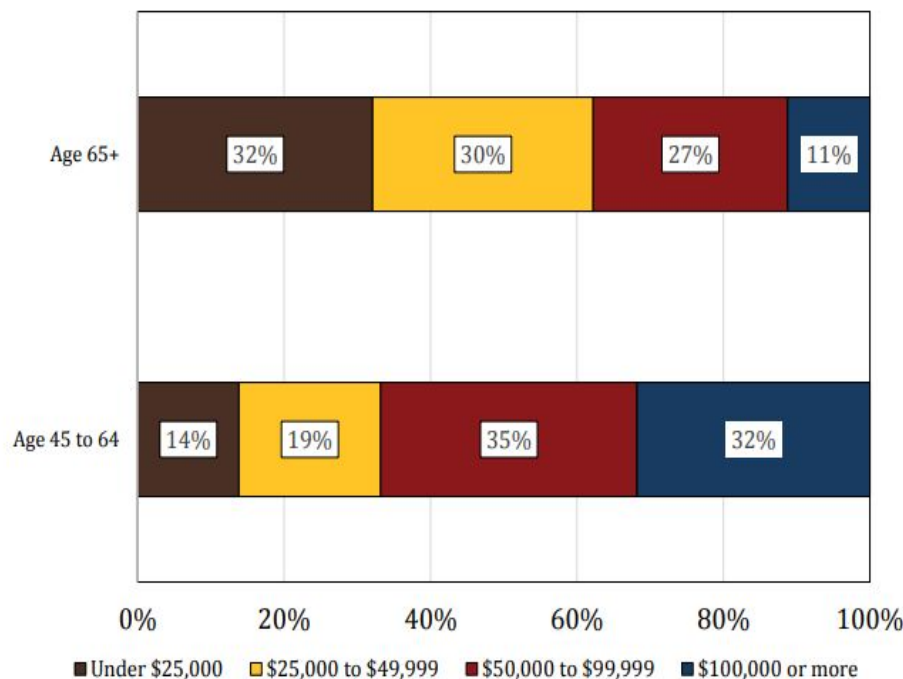


Wyoming Cost of Living Index



Wyoming's Aging Population Income Distribution 65+

Figure 8. Household income distribution in Wyoming by age of householder
(in 2014 inflation-adjusted dollars)



- 32% had income < \$25,000 per year
- 30% had income between \$25,000 and \$49,999
- 27% had income between \$50,000 and \$99,999
- 11% had income over \$100,000

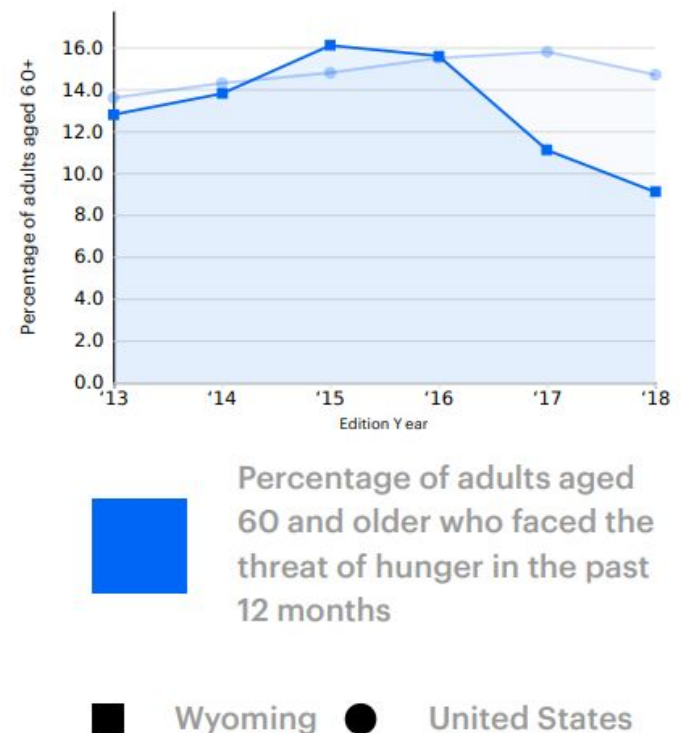
Source: Wyoming Center on Aging

Food Insecurity

- **Food insecurity amongst older adults in Wyoming is 9.1%.**

-Source: American Health Rankings

Trend: Food Insecurity - Seniors, Wyoming, United States



Title III-C Nutrition Programs



Kaitlyn Johnson, RD
Program Manager
(307) 777-5048

kaitlyn.johnson@wyo.gov

Title III-C Nutrition Programs

Title III-C1 Congregate Meals

- The congregate nutrition program is designed to provide a welcoming atmosphere where older adults can gather for a meal together.
- Seniors can enjoy meeting new people, forming friendships and support groups, by coming together for a meal on a regular basis.

Title III-C2 Home Delivered Meals

- The home delivered nutrition program is provided in the home of individuals who might not be able to get out of their home to join in meals at the congregate setting.
- Home delivered meals are often the first in-home service that an older adult receives, and the program is a primary access point for other home and community-based services.

Title III-C Nutrition Programs

Title III-C1 Congregate Meals Eligibility

- Age 60 and older and their spouse
- Disabled persons under age 60 who reside with adults over 60 years of age or reside in housing facilities occupied primarily by adults over age 60
- Volunteers under 60 years of age
- Staff members age 60 years and older

Title III-C2 Home Delivered Meals Eligibility

- Age 60 and older who are homebound OR who are geographically isolated
- Disabled person under age 60 who resides with eligible participant
- Spouses of eligible participants

Title III-C Services Offered

Both nutrition programs offer the following services:

- Meal Services
- Nutrition Counseling
- Nutrition Education
- Nutrition Screening

Title III-C Services Offered

Meals

- At least one hot or other appropriate meal must be provided five (5) days or more a week
- Menus are prepared or approved prior to meal service by a Registered Dietitian (or individual with comparable expertise)
- Each meal served must provide a minimum of one-third (33.33%) of the current Daily Recommended Dietary Allowances and comply with the most recent Dietary Guidelines for Americans
- Approved menus are posted at nutrition sites
- Refer to the Title III-C Policies and Procedures for specific details regarding meal requirements

Title III-C Services Offered

Nutrition Counseling

- Must be offered but is not required
- If provided, shall be done by a Registered Dietitian
- Reporting of nutrition counseling: one unit=one session per participant
- Review III-C Policies and Procedures for specific details regarding Nutrition Counseling requirements

Title III-C Services Offered

Nutrition Education

- Nutrition Education shall be provided to both Title III-C1 and Title III-C2 consumers and shall be based on the needs of the participants
- Required once per quarter by a RD
- Presentation shall be provided at least one time each State Fiscal Year at each congregate meal site
- Reporting of congregate nutrition education: one unit= one session per participant
- Review III-C Policies and Procedures for specific details regarding Nutrition Education requirements

Title III-C Services Offered

Nutrition Screening

- The nutrition program provides nutrition screening through the Aging Division approved evaluation tool to eligible participants
- The nutrition risk assessment should be completed at the time of intake and an annual update
- Each service provider should develop appropriate policies or procedures for review of the nutrition screening checklist and for making appropriate referral for participants scoring a high nutrition risk
- Eligible participants requesting a re-assessment of their nutritional score shall be provided this service

Title III-C1 Services & Sub-Services

Service Category	C1 - Service Plans					
	Service	Sub-Service	Sub-Service	Sub-Service	Sub-Service	Sub-Service (Aggregate Count)
Congregate Meals	Congregate Meals (1 meal unit, data entry per eligible participant)	Breakfast	Lunch	Evening	Volunteers (who receive meals)	No AGNES C1 Meal (unregistered eligible participants)
Nutrition Education	Nutrition Education (1 session, data entry per eligible participant)					
Nutrition Counseling	Nutrition Counseling (1 session, data entry per eligible participant) (Offered but not required)					
Case Management	Case Management					

Title III-C2 Services & Sub-Services

Service Category	C2 - Service Plans				
	Service	Sub-Service	Sub-Service	Sub-Service	Sub-Service
Home Delivered Meals	Home Delivered Meals (1 meal unit, data entry per eligible participant)	Frozen meal	Hot meal	Volunteer Driver Meal (who receive meals)	Volunteers (who receive meals excluding driver meals)
Nutrition Education	Nutrition Education (1 session, data entry per eligible participant)				
Nutrition Counseling	Nutrition Counseling (1 session, data entry per eligible participant) (Offered but not required)				
Case Management	Case Management				

Title III-C Purpose

To reduce hunger and food insecurity while promoting socialization and the health and well-being of older individuals.

Roadblocks to Healthy Eating

- **Grocery shopping**

- Finding transportation to the grocery store can provide a challenge for grocery shopping
- Many older adults have trouble walking or standing for long periods of time

- **Money**

- Having a limited budget may make it difficult to buy enough food or keep older adults from eating well
- It may take some planning for older adults to be able to pay for the healthy foods they should be eating

Problems With Food

- **Appetite and thirst**
 - Lack of appetite can be an effect of medications
 - Hunger and satiety cues are weaker in older adults
- **Taste and Smell**
 - A blunted sense of smell can lead to blunted enjoyment of food
 - Declining taste and smell can also result in decreased ability to detect spoiled or burnt foods
- **Chewing and Swallowing**
 - Pain and discomfort with chewing foods can result in eating fewer fruits, vegetables and whole grains

DETERMINE Checklist

- Disease
- Eating poorly
- Tooth loss/mouth pain
- Economic hardship
- Reduced social contact
- Multiple medicines
- Involuntary weight loss or gain
- Needs assistance in self-care
- Elder years above 80

DETERMINE Checklist

Nutrition Risk Assessment	YES (please circle)	NO (please circle)
I have an illness or condition that made me change the kind and/or amount of food I eat.	2	0
I eat fewer than 2 meals per day.	3	0
I eat few (less than 3) fruits or vegetables or milk products.	2	0
I have 3 or more drinks of beer, liquor or wine almost every day.	2	0
I have tooth or mouth problems that make it hard for me to eat.	2	0
I don't always have enough money to buy the food I need.	4	0
I eat alone most of the time.	1	0
I take 3 or more different prescribed or over-the-counter drugs a day.	1	0
Without wanting to, I have lost or gained 10 pounds in the last 6 months.	2	0
I am not always physically able to shop, cook, and/or feed myself.	2	0
What is the consumer's nutrition risk score?- TOTAL (0-2= No Risk) (3-5= Moderate Risk) (6 or more= High Risk)		
Are you interested in receiving nutrition counseling? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Nutrition Risk Action	Nutrition Risk Score	
Reassess in 6-12 months.	0-2: No Risk	
Provide "Eating Well as We Age" booklet. Offer nutrition counseling services. Reassess in 3-6 months.	3-5: Moderate Risk	
Provide "Eating Well as We Age" booklet. Recommend that the client discusses their score with a dietitian or health professional. Offer nutrition counseling services.	6 or more: High Risk	

DETERMINE Checklist

- **Disease**

- Risk factor reduction forms the basis of dietary guidance
- Any disease that causes changes in the way someone eats puts their nutritional health at risk

- **Eating Poorly**

- Eating too little, too much, or not eating fruits, vegetables, and milk daily will cause poor nutritional health

- **Tooth loss/ mouth pain**

- It is difficult to eat well with missing, loose or rotten teeth
- Dentures that do not fit well may cause mouth sores

DETERMINE Checklist

- **Economic Hardship**

- Economic security contributes to food security
- Lack of food security in older adults is associated with inadequate food intakes
- Poverty is one risk factor for malnutrition

- **Reduced Social Contact**

- Being with people has a positive effect on morale, well-being & eating
- On average, meals eaten with other people last longer and supply more calories than do meals eaten alone

- **Multiple Medicines**

- The more medicines taken, the greater the chance for side effects (change in taste, increased or decreased appetite and thirst, etc.)

DETERMINE Checklist

- **Involuntary weight loss or gain**
 - Losing or gaining weight without intentionally trying is a warning sign that should be discussed with health care providers
- **Needs assistance in self-care**
 - Older adults may have difficulty walking, shopping, purchasing and cooking food. This puts them at risk for malnutrition
- **Elderly years above 80**
 - Risk of frailty and health problems increase significantly with age

Title III-C Key Policies

Voluntary Contributions

- ***What is a voluntary contribution?*** A way for recipients of Title III services to choose whether or not to share in the cost of services by making voluntary contributions of any amount
- All eligible participants shall be given the opportunity to voluntarily contribute to the cost of the services received
- Each service provider shall ensure that minimum standards and procedures are established for the responsible collection, handling, and safeguarding of consumer contributions and non-eligible recipient fees

Title III-C Key Policies

Voluntary Contributions

- The service provider shall not means test for any service for which voluntary contributions are accepted
- Service may not be denied to an eligible participant due to the participant's reluctance or inability to contribute toward the cost of the service
- Service providers shall develop and submit their internal policy for voluntary contribution solicitation methods with the supplemental information required with the grant applications annually

Title III-C Key Policies

Guest Fees

- Fees amounting to the full cost of the service are charged to non-eligible recipients
- If the nutrition program has local funding available to offer discounted meals to guests, including staff or other individuals, they may do so as long as the full guest fee amount is covered by the nutrition program
- Guest fees are required; they are not voluntary or confidential
- Guest fee amounts shall not be less than the suggested donation
- The meal cost tool shall be used to determine guest fees
- Meal sites must notify the Division when the guest fee amount has changed at a site

Title III-C Key Policies

Unregistered Eligible Participants

- Eligible participants who refuse to sign the release of the Division approved evaluation tool but give confirmation (either verbally or written) of their birth date will be treated as an eligible participant
 - They do not have to pay the cost of the full meal and should not be coerced in any way
 - To seek reimbursement for these eligible participants, meal sites must keep a tracking log of dates and service provided to the eligible participant.
- Eligible participants who refuse to give their birth date information (either verbally or written) will be treated as a guest and must pay the full guest fee for the meal
 - These participants can NOT be denied service but they are not eligible for reimbursement

Title III-C Key Policies

Leftovers

- Nutrition programs may choose to allow eligible participants to take their leftovers
- Each eligible participant that chooses to take their leftovers home shall be advised that they are taking the leftovers at their own risk
- Nutrition programs shall have a sign posted at each meal site advising the eligible participants that they are taking leftovers at their own risk
- Nutrition programs shall have labels available and be offered for eligible participants to put on the leftover containers

Title III-C Key Policies

Temporary Delivered Meals

- An eligible participant may receive temporary delivered congregate meals for no more than two weeks
- The following situations may warrant a temporarily delivered congregate meal:
 - The eligible participant is temporarily ill and is unable to attend the regular congregate meal program; or
 - The eligible participant is unable to get to their regular congregate site on a particular day
- All temporarily delivered meals that are provided shall be recorded in the Division approved data system as congregate meals linked to the participant

Nutrition Services Incentive Program (NSIP)

- OAA Section 311. (a)
- Funds are used as an incentive to encourage and reward effective performance by states providing nutrition services
- NSIP awards shall be used to purchase **domestically produced food**
 - Food grown in states/territories/tribes or food products processed/produced in states/territories/tribes
- NSIP awards shall be used to expand meals, expand access to meals, or maintain the number of meals with increases in food costs
- A meal reported for NSIP is required to meet the OAA nutrition requirements

Nutrition Services Incentive Program (NSIP)

- The Administration for Community Living (ACL) shall distribute NSIP funds through the State to the service providers based on the State's determined formula
- NSIP awards are based on the number of eligible meals served in the previous year in relationship to the total number of meals served by all Title III-C programs
- Total NSIP funds received may not equal the amount estimated in the grant
- Refer to the Title III-C Policies and Procedures for additional information regarding NSIP funding

Title III-C Program Reporting

Monthly Reimbursement

- Submitted monthly on the 15th
- Reimbursement for the prior months services
- Must include SAMS monthly meal counts and the Profit and Loss statement for the corresponding month

Quarterly Financial Reports

- Submitted quarterly (January 15, April 15, July 15, October 15)
- Summary of 3 months expenditures; must match Profit and Loss statement

Title III-C Program Reporting

Meal Cost Reports

- Required annually
- Used to develop Guest Fees and suggested contribution amounts
- [Meal Cost Tool](#)

Satisfaction Survey

- Required annually
- Provider shall conduct a satisfaction survey to formally evaluate client satisfaction
- Template with minimum required questions developed by Nutrition Program Manager; can be modified as needed by meal sites
- [Satisfaction Suveys](#)



Meal Cost Tool

Wyoming Aging Division Standardized Cost Sheet for Nutrition Programs			
Instructions: Please enter costs into columns E and G, as well as the number of meals served. All other calculations will be done automatically. Include all revenue such as Federal Funds, State Funds, Program Income, Local Cash, WSSB, NSIP, etc.			
REVENUE		Congregate	Home Delivered
Federal			
Older Americans Act	\$ -	\$ -	
NSIP	\$ -	\$ -	
State			
State Funds for Nutrition Services	\$ -	\$ -	
WSSB (Wyoming Senior Services Board)	\$ -	\$ -	
Local			
Required Match 10%	\$ -	\$ -	
Program Income			
Participant Contributions	\$ -	\$ -	
Donations	\$ -	\$ -	
Other	\$ -	\$ -	
Total	\$ -	\$ -	
TOTAL REVENUE	\$ -	\$ -	

Nutrition Program:	
Date:	
Cost Reporting Year:	
Enter number of meals served into green cells	
Total project costs (total of column C, D)	\$ -
/ By total # meals served	
= Total Project Cost Per Meal	\$0.00
Total Congregate Program Costs (total of column E)	\$ -
/ By total # Congregate Meals Served	
= Guest Fee for Congregate	\$0.00
Total Home Delivered Program Costs (total of column G)	\$ -
/ By Total # of Home Delivered Meals Served	
= Guest Fee for Home Delivered	\$0.00

EXPENSES		Meal Cost Service Costs	Personnel and Support Service	Meal Cost Comparison			
				Congregate	Percentage	Home Delivered	Percentage
A. Personnel/Labor (Including Fringe Benefits)	Kitchen/Nutrition Managers	\$ -		\$ -	0%	\$ -	0%
	Cooks	\$ -		\$ -	0%	\$ -	0%
	Meal Driver	\$ -		\$ -	0%	\$ -	0%
	Kitchen Aides/ Food Service Workers	\$ -		\$ -	0%	\$ -	0%
	Custodial/Cleaning	\$ -		\$ -	0%	\$ -	0%
	Other Kitchen Workers	\$ -		\$ -	0%	\$ -	0%
	Repair	\$ -		\$ -	0%	\$ -	0%
	Program Coordinators		\$ -	\$ -	0%	\$ -	0%
	Program Dietitian/ Nutritionist		\$ -	\$ -	0%	\$ -	0%
	Outreach/ Volunteer Coordinators		\$ -	\$ -	0%	\$ -	0%
	Office Support Staff		\$ -	\$ -	0%	\$ -	0%
	Bookkeeper/ Business Manager		\$ -	\$ -	0%	\$ -	0%
	Site Managers		\$ -	\$ -	0%	\$ -	0%
	Center Director		\$ -	\$ -	0%	\$ -	0%
	Volunteer Stipends, etc.		\$ -	\$ -	0%	\$ -	0%
Other (specify)	\$ -		\$ -	0%	\$ -	0%	
Other (specify)	\$ -		\$ -	0%	\$ -	0%	
Recognition	Volunteer Recognition		\$ -	\$ -	0%	\$ -	0%
Group Subtotal		\$ -	\$ -	\$ -	0%	\$ -	0%

Satisfaction Surveys

Satisfaction Survey FFY2021

Title III- C1 Congregate Meals Program

County of Residence: _____

Facility where you receive meals from: _____

1. How much do you worry about having enough to eat?
 - ☐ I never worry
 - ☐ I worry occasionally
 - ☐ I worry some of the time
 - ☐ I worry most of the time
 - ☐ I worry all of the time
2. How many days each week do you usually eat at the meal program?
 - ☐ 1
 - ☐ 2
 - ☐ 3
 - ☐ 4
 - ☐ 5
3. Are there times when you have not been able to attend the meal program because you have no way to get there?
 - ☐ Yes
 - ☐ No
4. When you do not eat at the meal program, how many total meals do you eat that day?
 - ☐ 0 meals
 - ☐ 1 meal
 - ☐ 2 meals
 - ☐ 3 meals
 - ☐ 4 meals
 - ☐ 5 meals or more
5. On the days you eat at the meal site, how many meals do you usually eat?
 - ☐ 0 meals
 - ☐ 1 meal
 - ☐ 2 meals
 - ☐ 3 meals
 - ☐ 4 meals
 - ☐ 5 meals or more

Title III-C Nutrition Programs Summary

- The Title III-C Nutrition programs include both the Title III-C1 Congregate Meal program (meals served in group settings) and the Title III-C2 Home Delivered Meal program.
- The programs also provide nutrition screening, assessment, education and counseling services.
- The program's purpose is to reduce hunger and food insecurity, while promoting socialization and the health and well-being of older adults. Both programs are intended to improve the dietary intakes of participants and to offer participants opportunities to form new friendships and create informal support networks.
- A balanced meal and social contact together provide a positive motivation for self-care for seniors who often eat poorly on their own and can become lonely and depressed in isolation.

Quality Assurance

Aging Division Community Living Section



Scott Hood
Senior Quality Assurance Specialist
(307) 777-6102
gary.hood@wyo.gov

QA in short

- Annual Desk review, onsite every three years
- Verifying all Title III programs
 - Information is correct in Wellsky A&D
 - Profit and loss statements and receipts
 - AGNES forms
 - Information submitted for Title III Grant
 - Walk through of kitchen
- Contracts
 - State FY applications in May
 - Federal FY applications in Sep
 - WSSB applications in Mar (potentially WyHS)
- Late reporting
 - Will send a compliance letter if reports are more than 30 days late

Grant Award Cover Sheets (GACS)

- The Grant Award Cover Sheet is a document your organization will use to document its receipt of a Federal grant award, generally, for auditing purposes. The Community Living Section prepares these documents, and must issue them to all award recipients when the Federal award is received. You may receive multiple copies of this document throughout the year, as a new cover sheet is generated each time the Federal award is paid-out to the Community Living Section.

Michael A. Ceballos
Director

Mark Gordon
Governor

Subrecipient Grant Award Cover Sheet

You have received a grant award from the Wyoming Department of Health (WDH). Information about the grant award, including funding details are included below. Contact your WDH Grant Manager if you have questions about this cover sheet.

DATE: 10/28/2019

ATTACHMENT:

Attachment A- Statement of Work
Attachment B- Grant Agreement
Attachment C- Terms and Conditions and Assurance

CONTACT FOR WDH: Jeff Clark

Grantee Information	Grant Agreement Information	Funding Information
Name of WDH Grantee: Senior Center	Grant Agreement/Contract Number: 195832	Total Grant Funds (all funding sources): \$150,914.00
Email Address: 		\$14,927 (IIB 1901WYOASS) \$36,696 (IIB 2001WYOASS) \$14,925 (IIC1 1901WYOACM) \$19,715 (IIC1 2001WYOACM)

Grant Award Cover Sheets (GACS)

Name of Federal Awarding Agency	Department of Health and Human Services, Administration for Community Living
CFDA Name & Number (Catalog of Federal Domestic Assistance)	CFDA Name: Title III-B Supportive Services CFDA Number: 93.044 CFDA Name: Title III-C1 Congregate Meals CFDA Number: 93.045 CFDA Name: Title III-C2 Home Delivered Meals CFDA Number: 93.045 CFDA Name: Title III-E National Family Caregiver Support Program CFDA Number: 93.052
Federal Award Number/ Grantor's Pass-through Number	1901WYOASS (Title IIIB) 1901WYOACM (Title IIIC1) 1901WYOAHF (Title IIIC2) 1901 WYOAFB (Title IIIE)
Federal Performance Period – Grant Budget Period	10/1/18 – 9/30/20 (all 19 award numbers) 10/1/19 – 9/30/21 (all 20 award numbers)
Total Amount of Federal Award Received by WDH	\$1,911,839 - 1901WYOASS \$2,062,373 – 1901WYOACM \$1,627,600 – 1901WYOAHF \$896,526 -1901WYOAFB \$270,859 – 2001WYOASS \$345,842 – 2001WYOACM

Reporting Responsibilities

- **The Community Living Section of the Aging Division** is responsible for monitoring the fiscal and programmatic activities of the grantee to ensure that awards are used for authorized purposes in compliance with federal and state laws and regulations and the provisions of contract and grant agreements.
- **Financial Report of Grant Expenditures Reports and Program Reports** are required for all programs funded through Community Living, Aging Division.
 - Each form must have an original signature.
- **Failure to submit** report forms by the due date may result in payment delays or suspensions.

Certificate of Good Standing

- It is federally required that we have current certificates of good standing from each provider before we can process any payments to them.
- There are two different certificates of good standing required: Workers' Compensation and Unemployment Insurance.
- I am pulling the certificates for you, annually. If there is a problem getting them I will reach out to you to try and resolve the issue.
- You can also request them for your records
- It is ultimately the responsibility of the provider to know their due dates
Monthly payment will be affected until an updated Certificate(s) of Good Standing is received by CLS.

Grant Applications

Title III Grant Application Packets

- OAA/AOA/CLS grant funding awarded through a competitive process.
- A public notice is published in newspapers with statewide circulation, in competitive grant year, requesting a written letter of intent from any eligible party interested in applying for specific grant funding. There will be no other notice published or sent to current grantees or other interested parties.
- All parties who have sent a letter of intent will receive an application packet from the Department of Administration and Information, Procurement Division, for each grant listed in their letter(s) of intent.
- In the continuing grant year, Title III Program providers will receive notification and an application to re-apply for the continuing grant.
- Instructions for completing the application will be included in the application packet. It is *very important* that the instructions be followed closely, so that required attachments and complete responses are submitted. Missing or incomplete information may result in decreased funding, or denial of grant funds.

Contracts

- Successful grant applicants will be required to enter into a binding contract with the WY Department of Health, Aging Division, Community Living Section.
- It is in the best interest of the successful applicant to read and understand the contract obligations.
- All contracts must be signed by the proper authority of the service provider and returned to the Aging Division, Community Living Section for signature of the designated Department of Health officials before the contract becomes effective.

Contract Requirements

- Monthly invoice submission due by the 15th of each month for reimbursement of the prior month expenditures
- Quarterly Report submission
- Profit and Loss Statements
- A&D reports
- Services rendered in the prior month

Contract

- Paragraph 2 - is what programs you are saying your center will provide

2. **Purpose of Agreement.** The purpose of this Agreement is to set forth the terms and conditions by which the Subrecipient shall provide *Title III-B Support Services, Title III-C1 Congregate Nutrition Services, Title III-C2 Home Delivered Nutrition Services, Title III-E National Family Caregiver Support Program, and Title III-E National Family Caregiver Support Program, Older Relative Caregiver Program of the Older Americans Act of 1965, as amended in 2020*, to eligible individuals in the Agreement service area of _____ County, Wyoming, as more specifically defined in Attachment B, Grant Application, which is attached to and incorporated into this Agreement by this reference. The purpose of the Title III programs is to provide services to vulnerable adults in order to promote independence, living with dignity, and maintenance of their health and fitness.

Contract

- Paragraph 4 - is the payment amounts for each Title III program provided

(v) *The maximum amount of federal funds provided under CFDA#93.045 for Title III-C1 Congregate Nutrition Services shall not exceed _____ dollars (\$0.00).*

(vi) *The maximum amount of state matching funds provided for Title III-C1 Congregate Nutrition Services shall not exceed _____ dollars (\$0.00).*

(vii) *The required minimum local match for Title III-C1 Congregate Nutrition Services shall be no less than _____ dollars (\$0.00).*

(viii) *The maximum amount of federal funds provided under CFDA#93.045 Title III-C2 Home Delivered Nutrition Services shall not exceed _____ dollars (\$0.00).*

(ix) *The maximum amount of state matching funds provided for Title III-C2 Home Delivered Nutrition Services shall not exceed _____ dollars (\$0.00).*

(x) *The required minimum local match for Title III-C2 Home Delivered Nutrition Services shall be no less than _____ dollars (\$0.00).*

Statement of Work

Attachment A Statement of Work

General Description

This document is a Statement of Work, (Attachment A) to identify and describe the timetable for payments, milestones and reports for the following Title III programs of the Older Americans Act of 1965, as amended 2020, and specified general funds grant and Agreement for the Federal Fiscal Year 2020:

Title III B Support Services

The program is to provide services to support and enable state and community agencies serving older individuals, sixty (60) years old or older, to remain physically, mentally, and socially active through services as detailed in the Grant Application, Attachment B- Title III B.

Title III C1 Congregate Nutrition Program and C2 Home Delivered Nutrition Services

The C1 program includes client centered case management, nutrition education, nutrition counseling and meals as detailed in the Grant Application, Attachment B- Title III C1. The C2 program includes client centered case management, nutrition education, nutrition counseling and home delivered meals as detailed in the Grant Application, Attachment B- Title III C2.

Title III E National Family Caregiver Support Program

The Caregiver must be eighteen (18) years of age or older, caring for a person who is sixty (60) years old or older, or has Alzheimer's or related dementia at any age; and resides in Wyoming. The program focus is to maintain the dignity and well-being of individuals by assisting the family and informal caregivers to care for their loved ones at home for as long as possible. The Title III E program assists in organizing, coordinating and providing services as detailed in the Grant Application, Attachment B- Title III E Caregiver.



Statement of Work

Timetable of Payments and Reporting Requirements

Task	Description – Grant Payment and Reporting Schedule	Service Dates	Due Date	Payment to Subrecipient
1	Grant payment made per Agreement.	October 1 - 31, 2020	November 15, 2020	Variable
2	Grant payment made per Agreement.	November 1 - 30, 2020	December 15, 2020	Variable
3	Grant payment made and quarterly reports per Agreement.	December 1 - 31, 2020	January 15, 2021	Variable
4	Grant payment made per Agreement.	January 1 - 31, 2021	February 15, 2021	Variable
5	Grant payment made per Agreement.	February 1 - 28, 2021	March 15, 2021	Variable
6	Grant payment made and quarterly reports per Agreement.	March 1 - 31, 2021	April 15, 2021	Variable
7	Grant payment made per Agreement.	April 1 - 30, 2021	May 15, 2021	Variable
8	Grant payment made per Agreement.	May 1 - 31, 2021	June 15, 2021	Variable
9	Grant payment made and quarterly reports per Agreement.	June 1 - 30, 2021	July 15, 2021	Variable
10	Grant payment made per Agreement.	July 1 - 31, 2021	August 15, 2021	Variable
11	Grant payment made per Agreement.	August 1 - 31, 2021	September 15, 2021	Variable
12	Grant payment made and quarterly reports per Agreement.	September 1 - 30, 2021	October 15, 2021	Variable
13	Subrecipient submits final grant close out financials, applicable year-end program reports, and client		November 15, 2021	Variable

System for Award Management

- System for Award Management
 - Use is free and allows you as the provider to receive Federal Dollars
 - NEW DIRECTORS need to register ASAP...Talk to Laura Pope :)
 - Registers your organization with the Federal Government

Contact Us

**Wyoming Department of Health
Aging Division
Community Living Section
Hathaway Building
2300 Capitol Avenue, 4th Floor
Cheyenne, WY 82002
Main Office: (307) 777-7995
Toll Free: (800) 442-2766
Fax: (307) 777-5340**

**Email: wyaging@wyo.gov
WellSky A&D/Data Requests: aging-sams@wyo.gov
Website: health.wyo.gov/aging
Social Media: facebook.com/agingdivision**